

## **Registration Directions**

1. Open registration file (attached 'pdf' file) and review for any changes.
  - a. If any applicable field is blank, please report the information if possible.
2. Go to [www.tn.gov/hsda](http://www.tn.gov/hsda) , click on Medical Equipment then click on Medical Equipment Submissions then click on Medical Equipment Registration...
  - a. If there are no changes:
    - ★ Click on "Correct As Is"
    - ★ Type in name of facility
    - ★ Type in county of facility
    - ★ Enter "Signature" (Type in Name)
    - ★ Print (for your records)
    - ★ Click on Submit
  - b. If there are changes:
    - ★ Click on "Correction"
    - ★ Type in name of facility
    - ★ Type in county of facility
    - ★ Type/Click all changes only
    - ★ Enter "Signature" (Type in Name)
    - ★ Print (for your records)
    - ★ Click on Submit
  - c. If have new equipment to report or report a piece of equipment that was omitted
    - ★ Click on "New Equipment/Listing"
    - ★ Follow directions for "Correction" but enter all known fields for new equipment
3. If more than one of same type of equipment needs to be reported, report each unit on a separate form following the appropriate directions. If making corrections, please identify equipment by either their name brand and type (i.e. CT scanner – GE – 4 slice) or by serial number for proper identification and correction.
4. Upon receipt of electronic submission, a confirmation will be sent to the listed contact person by Alecia Craighead within two (2) business days. If a receipt has not been received, contact Ms. Craighead for follow up (phone: 615-253-2782 email: [alecia.l.craighead@state.tn.us](mailto:alecia.l.craighead@state.tn.us) ). Submissions have been lost in cyber space in the past. Receiving a confirmation ensures that your data is received and recorded timely.

### **Notes:**

- ✴ The registration of equipment pertains to all Computed Tomographers, Magnetic Resonance Imagers, Linear Accelerators, Lithotripters, and Positron Electron Tomographers that your facility owns, leases, or shares.
- ✴ If a facility utilizes equipment at separate locations (i.e. different physical addresses), each location must report their equipment separately.
- ✴ If at any time the reported contact person leaves before the next annual update, please inform Ms. Craighead of the departure and/or replacement so future correspondence can be received.